

Fall School Bus Safety Drill

- **INTRODUCE THE DRILL.** Introduce yourself to your students. Let them know you take pride in being a professional school bus driver and that you care about their safety. Explain why drills are conducted; stress the importance of following driver directions in an emergency; introduce your student helpers.
- **RIDERSHIP RULES.** Read aloud and briefly discuss your school's or company's bus rules (stress the why's). Explain the disciplinary consequences for students who refuse to follow the bus rules.
- **MIDDLE LOADING.** Explain the importance of emptying the rearmost and front seats as soon as possible during a trip home and filling them last on a trip to school. These seats are the most dangerous in a collision.
- **SEAT BELTS.** Instruct students how to properly connect, adjust and release the seat belts, how to wear the belt properly (low and snug across the hips), times at which the seat safety belts should be fastened and released (before the bus moves and after it stops), and where to put the belts when not in use (on the seat, not on the floor).
- **SECURITY.** Explain that school buses and the children who ride them can be targets of terrorists or strangers who may want to hurt the bus or them. Ask them to tell you if they find anything on the bus like a package or if they see anyone following, watching or taking picture of the bus or children at bus stops.
- **BOARDING AT SCHOOL.** Remind students to board the bus promptly in the afternoon to reduce loading time.
- **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Explain the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - REAR DOOR.** (Note: Shut off and secure the bus and activate red flashers during the evacuation practice.) To prevent injuries, insist on an orderly, "seat-by-seat" practice evacuation. Student helpers should serve as outside "spotters" during the evacuation practice, outside the rear door. Helpers should get off first. Require all students to "sit and slide" from the emergency door - never let students jump out the door or engage in horseplay during the practice. Students should leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "buddy up." Younger students should hold hands as they move away from the bus.
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review your operation's "Safe to Cross" and "Danger - Go Back!" signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; explain the dangers of drawstrings or other dangling clothing.
- **CONCLUDE THE DRILL.** If your students paid attention and did a good job, remember to thank them! Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

(see drill guidelines and compliance form on back)

Fall drill must be conducted during the first seven days of school in the fall.

Instructions to driver/attendant: *use this checklist as a guide when conducting a bus safety drill.*

Tip: *strongly encourage active student participation in the drill - don't just lecture at them!*

Note: *before the drill, remind your selected student helpers that they will be assisting you in the practice evacuation as well as in any real evacuation.*

NYS Bus Safety Drill Guide and Compliance Form

(complies with New York State Education Department Regulations 156.3 f-h)

FALL DRILL COMPLIANCE FORM

Driver name: _____

Attendant name (if applicable): _____

Bus #: _____

Date/time of drill: _____

SCHOOL OBSERVER INITIALS (if applicable): _____

COMMENTS:

(File this form with the Transportation Office when drill is completed)

WINTER DRILL

- **INTRODUCE THE DRILL.** Remind students about why drills are conducted and the importance of following driver directions in an emergency; remind students who your appointed helpers are.
- **RIDERSHIP RULES.** Read aloud and discuss your school's or company's bus rules (focus on any rules that your riders have had trouble following). Remind students of the disciplinary consequences for those who refuse to follow the bus rules.
- **MIDDLE LOADING.** Explain the importance of emptying the rearmost and front seats as soon as possible during a trip home and filling them last on a trip to school. These seats are the most dangerous in a collision.
- **SEAT BELTS.** Instruct students how to properly connect, adjust and release the seat belts, how to wear the belt properly (low and snug across the hips), times at which the seat safety belts should be fastened and released (before the bus moves and after it stops), and where to put the belts when not in use (on the seat, not on the floor).
- **SECURITY.** Explain that school buses and the children who ride them can be targets of terrorists or strangers who may want to hurt the bus or them. Ask them to tell you if they find anything on the bus like a package or if they see anyone following, watching or taking picture of the bus or children at bus stops.
- **BOARDING AT SCHOOL.** Remind students to board the bus promptly in the afternoon to reduce loading time.
- **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Remind them of the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - FRONT DOOR.** (Note: Shut off and secure the bus and activate red flashers during the evacuation practice.) Insist on an orderly "seat-by-seat" practice evacuation. Student helpers should get off first and wait on both sides of the front passenger door to keep students moving and prevent students from falling down the stairs. Students should leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "buddy up." Younger students should hold hands as they move away from the bus.
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review your operation's "Safe to Cross" and "Danger - Go Back!" signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; remind students of the dangers of drawstrings or other dangling clothing. Discuss the special dangers at the bus stop in winter weather - remind students to wait far back from the roadway edge, in case another vehicle slides out of control toward them.
- **CONCLUDE THE DRILL.** If your students paid attention and did a good job, remember to thank them! Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

(see drill guidelines and compliance form on back)

Winter Drill must be conducted between November 1 and December 31.

Instructions to driver/attendant: *use this checklist as a guide when conducting a bus safety drill.*

Tip: *strongly encourage active student participation in the drill - don't just lecture at them!*

Note: *before the drill, remind your selected student helpers that they will be assisting you in the practice evacuation as well as in any real evacuation.*

NYS Bus Safety Drill Guide and Compliance Form

(complies with New York State Education Department Regulations 156.3 f-h)

WINTER DRILL COMPLIANCE FORM

Driver name: _____

Attendant name (if applicable): _____

Bus #: _____

Date/time of drill: _____

SCHOOL OBSERVER INITIALS (if applicable): _____

COMMENTS:

(File this form with the Transportation Office when drill is completed)

SPRING DRILL

- **INTRODUCE THE DRILL.** Remind students about why drills are conducted and the importance of following driver directions in an emergency; remind students who your appointed helpers are.
- **RIDERSHIP RULES.** Read aloud and discuss your school's or company's bus rules (focus on any rules that your riders have had trouble following). Remind students of the disciplinary consequences for those who refuse to follow the bus rules. Stress that the school year is almost over and students need to keep up their focus on safe ridership until the end of the year.
- **MIDDLE LOADING.** Explain the importance of emptying the rearmost and front seats as soon as possible during a trip home and filling them last on a trip to school. These seats are the most dangerous in a collision.
- **SEAT BELTS.** Instruct students how to properly connect, adjust and release the seat belts, how to wear the belt properly (low and snug across the hips), times at which the seat safety belts should be fastened and released (before the bus moves and after it stops), and where to put the belts when not in use (on the seat, not on the floor).
- **BOARDING AT SCHOOL.** Remind students to board the bus promptly in the afternoon to reduce loading time.
- **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Remind them of the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - SPLIT EVACUATION.** (Note: Shut off and secure the bus and activate red flashers during the evacuation practice.) Divide your students in half front to rear. Those in the front half of the bus go out the front door, and those in the back half go out the rear door - make sure students know where they are to evacuate before the evacuation starts. Insist on an orderly, seat-by-seat, practice evacuation. Student helpers should go out the rear door before other students, and should "spot" for other students exiting the rear door. Remind students to leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "buddy up." Younger students should hold hands as they move away from the bus.
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review your operation's "Safe to Cross" and "Danger - Go Back!" signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; remind students of the dangers of drawstrings or other dangling clothing. Discuss the fact that the end of the school year can be a dangerous time, because students sometimes get excited about summer and forget the importance of following safety procedures.
- **CONCLUDE THE DRILL.** Thank your students for their cooperation in the drills this year. Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

(see drill guidelines and compliance form on back)

- *Spring Drill must be conducted between March 1 and April 30.*

Instructions to driver/attendant: *use this checklist as a guide when conducting a bus safety drill.*

Tip: *strongly encourage active student participation in the drill - don't just lecture at them!*

Note: *before the drill, remind your selected student helpers that they will be assisting you in the practice evacuation as well as in any real evacuation.*

NYS Bus Safety Drill Guide and Compliance Form

(complies with New York State Education Department Regulations 156.3 f-h)

SPRING DRILL COMPLIANCE FORM

Driver name: _____

Attendant name (if applicable): _____

Bus #: _____

Date/time of drill: _____

SCHOOL OBSERVER INITIALS (if applicable): _____

COMMENTS:

(File this form with the Transportation Office when drill is completed)

SUMMER DRILL

- **INTRODUCE THE DRILL.** Introduce yourself to your students and explain why drills are conducted. Explain the importance of following driver directions in an emergency; remind students who your appointed helpers are.
- **RIDERSHIP RULES.** Read aloud and discuss your school's or company's bus rules (focus on any rules that your riders have had trouble following). Remind students of the disciplinary consequences for those who refuse to follow the bus rules.
- **MIDDLE LOADING.** Explain the importance of emptying the rearmost and front seats as soon as possible during a trip home and filling them last on a trip to school. These seats are the most dangerous in a collision.
- **SEAT BELTS.** Instruct students how to properly connect, adjust and release the seat belts, how to wear the belt properly (low and snug across the hips), times at which the seat safety belts should be fastened and released (before the bus moves and after it stops), and where to put the belts when not in use (on the seat, not on the floor).
- **BOARDING AT SCHOOL.** Remind students to board the bus promptly in the afternoon to reduce loading time.
- **SECURITY.** Explain that school buses and the children who ride them can be targets of terrorists or strangers who may want to hurt the bus or them. Ask them to tell you if they find anything on the bus like a package or if they see anyone following, watching or taking picture of the bus or children at bus stops.
- **EMERGENCY EQUIPMENT AND EXITS.** Have students point out the location of all emergency equipment - extinguisher, first aid kit, reflectors, etc. - and point out and open all exits. Don't forget the passenger door. Remind them of the danger of playing with emergency exits.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; explain why students should know the bus number and route; demonstrate how to use the bus radio.
- **PRACTICE EVACUATION - FRONT DOOR.** (Note: Shut off and secure the bus and activate red flashers during the evacuation practice.) Insist on an orderly practice evacuation. Student helpers should get off first and wait on both sides of the front passenger door to keep students moving and prevent students from falling down the stairs. Students should leave bookbags and all other personal items on the bus. Point out a safe area for students to gather outside the bus; tell students to "buddy up." Younger students should hold hands as they move away from the bus.
- **SAFE LOADING AND UNLOADING DEMONSTRATION.** After the evacuation practice is over, gather students in front of your bus and demonstrate the Safe Crossing Rule; let students point out Danger Zones; review your operation's "Safe to Cross" and "Danger - Go Back!" signals; remind students to never try to retrieve something they've dropped near the bus, and never to run after a missed bus; remind students of the dangers of drawstrings or other dangling clothing.
- **CONCLUDE THE DRILL.** If your students paid attention and did a good job, remember to thank them! Thank any teachers or school officials who assisted or observed. Distribute the "Letter to Parents" for students to take home.

(see drill guidelines and compliance form on back)

Summer Drill should be conducted at the beginning of a summer route

Instructions to driver/attendant: *use this checklist as a guide when conducting a bus safety drill.*

Tip: *strongly encourage active student participation in the drill - don't just lecture at them!*

Note: *before the drill, remind your selected student helpers that they will be assisting you in the practice evacuation as well as in any real evacuation.*

NYS Bus Safety Drill Guide and Compliance Form

(complies with New York State Education Department Regulations 156.3 f-h)

SUMMER DRILL COMPLIANCE FORM

Driver name: _____

Attendant name (if applicable): _____

Bus #: _____

Date/time of drill: _____

SCHOOL OBSERVER INITIALS (if applicable): _____

COMMENTS:

(File this form with the Transportation Office when drill is completed)

ACTIVITY TRIP MINI-DRILL

(Conduct a mini-drill at the start of each field trip, sports trip, charter trip, or other type of school activity trip.)

• **Instructions:** *use this checklist as a guide when conducting a mini-drill.*

- **Tip:** *some of your passengers may not be seasoned bus riders. Don't assume everyone knows safety procedures and the location of emergency exits and equipment!*
- **In Advance:** *before the drill, talk with the coach, teacher, or chaperone on board. Show students you're all working as a team when it comes to student behavior during the trip.*

- **INTRODUCE THE DRILL.** Introduce yourself professionally to the students (students who are not regular bus riders might not know you). Explain that before you begin the trip you want to go over a few important safety procedures. Make it clear that the mini-drill will be short – students are often understandably excited to get going on a trip. Explain that the purpose of the mini-drill is to ensure a safe and enjoyable trip, and to be prepared for any emergency that arises.
- **RIDERSHIP RULES.** Review your school's or company's bus rules for the trip. Establish reasonable expectations for student behavior on the trip, and explain the "why's." Ask students for their cooperation. Ask the coach, teacher, or chaperone to say a few words about appropriate behavior too.
- **SEAT BELTS:** Explain your school district's policy regarding the use of seat belts on activity trips; explain how seat belts should be worn (low on the hips, and snug); show students how to buckle, unbuckle, and adjust belts; stress the importance of not playing with or misusing seat belts. (Note: seat belts might not be present on a charter bus.)
- **MIDDLE LOADING.** Explain the importance of not using the rearmost and front seats if possible. These seats are the most dangerous in a collision.
- **EMERGENCY EQUIPMENT AND EXITS.** Point out the location of all emergency equipment - fire extinguisher, first aid kit, reflectors, etc. Have students point out and open all emergency exits, including the passenger door. Remind students to not play with emergency exits at any time.
- **DISABLED DRIVER.** Demonstrate how to stop, secure, and shut off the bus; demonstrate how to use the bus radio. On long trips out of radio range, discuss other methods of calling for help in emergency, such as cell phones. Describe the route you plan to follow to your destination.
- **BREAKS AND LAYOVERS.** Discuss any plans for breaks during the trip. Explain what you'll be doing during the layover at your destination point. Answer any other concerns about the trip schedule before you leave.
- **CONCLUDE THE DRILL.** Thank your students for their time and encourage them to let you know if they have any concerns during the trip.

(see drill compliance form on back)

NYS Bus Safety Drill Guide and Compliance Form

(complies with New York State Education Department Regulations 156.3 f-g)

ACTIVITY TRIP DRILL COMPLIANCE FORM

Driver name: _____

Attendant name (if applicable): _____

Bus #: _____

Date/time of drill: _____

SCHOOL OBSERVER INITIALS (if applicable): _____

COMMENTS:

(File this form with the Transportation Office when drill is completed)